MMIS+ IPRS Governance Meeting of May 24, 2001

Minutes

Attended by:

DMA   *- Linda Connelly, Rich Ham, Rebecca Johnston, Linda Gustafson, Beverly Hill*
DMH   *- Gary Imes, Susan Brown Ward, Rick Olson*
Controllers Office - Gary Fuquay, Jack Chappell
EDS   *- Cathy Waters, Joyce Norals, Mike Frost*

General Comments:

Linda Connelly facilitated the meeting. The following introductory and general remarks were made:

1. **Organization -** Our initial meetings will identify and formalize a Governance Committee and how that group will conduct its business including responsibilities, procedures, voting, developing agendas, etc. Either a Memorandum of Understanding (possibly amend existing MOU) or a policy statement will be developed for the group.

2. **Identify Decision Points -** A list of the areas DMA and DMH will be required to make decisions is needed. EDS will lead this effort.

    The Agencies will make all required decisions, but it will be important for EDS to provide as much lead time as possible in advance of when a decision must be made. EDS will only be able to communicate their awareness of coming changes DMA and DMH. DMA and DMH will be responsible for determining whether or not a change impacts their business and to make decisions accordingly.

3. **A Communication Model -** It will be necessary to develop an effective format to be used by EDS to communicate to each of the Agencies what a particular change or issue is and its benefits and/or issues to them. Since many changes must be made quickly, the communication method must ensure Agencies can respond as rapidly as possible. "Surprises" must be avoided.

    EDS will develop a high level statement of how it will function in their role of communicator, coordinator and facilitator.

    EDS will form a team to be responsible for identifying and communicating the basic information of who, what, why, where, when, how, etc. to the Agencies.

4. **Change volume and impact -** EDS will review six months of recent DMA change activity to determine the extent those changes would have impacted DMH. The Agencies want to have an understanding of how much work will be created for DMH by the "normal" flow of DMA changes. This analysis also will be used to document EDS suggestions for IPRS staffing and to help verify that the budgeted dollars in the DMH/EDS contract are within range.

5. **Cost Allocation -** The group will work with EDS to define how cost allocation will need to work, and acccount for work done on the MMIS+ and IPRS system. Specific charging of time spent by EDS will be necessary to track work requested by and performed only for DMA, only for DMH and work that is required by DMA or DMH but is performed on the key

modules that are shared by both. This includes shared programs, file layouts, and other executables.

When the cost allocation process is developed and DMA, DMH and the Controllers Office are comfortable that it is solid, the group will communicate the direction it is comtemplating to the HCFA Regional Office.   Involvement with HCFA early on can help ensure potential problems are avoided, should audits be conducted.

Gary will call a meeting of Cathy, Rebecca and a DMH representative soon to discuss what the process needs to be.

6. **Invoice format -** We must work together to develop the format for the invoices DMA and DMH will expect to receive from EDS once IPRS moves into production and is operating under the new IPRS fiscal agency contract. This must address how SE and BA time is shown for "normal" maintenance, for enhancements and any regression testing. In addition, SE and BA time spent on discretionary projects will need to be specifically shown for each project worked on during the month.

7. **Next Meeting -** The Governance group will next meet of July 8, 2001. The time and place will be communicated when it's established.

The following points were listed in the meeting's agenda.
Positions taken or decisions made are noted.

1) **Source Code Management**
   EDS uses Endeavor to manage code changes and syncronization of code between DMA and DMH. For IPRS development, a parallel set of code was created. On a weekly basis, EDS has used Endeavor to apply any DMA changes to the code being developed for IPRS. IPRS has always been pointing to the most current level of copy books, record layouts, JCL, etc. EDS will continue to use Endeavor to manage any code changes and to ensure code remains syncronized in production.

2) **The EDS Change Coordination Responsibility**
   EDS will produce a document describing their role of communication and coordination. This is very important and needs to be in place before IPRS goes into production. The target date for a working document is June 30, 2001.

3) **EDS Resources to support Regression Testing**
   EDS will provide support for regression testing by the staff identified in the new fiscal agency contract for IPRS. The contract will contain a budget pool of resources to be used to work on enhancements of the IPRS system, such as making changes to the some of the IPRS "as-is" screens accepted during the development project.

4) **Edit and Audit range numbers**
   DMH requested and DMA approved a specific range of numbers that will be reserved for IPRS use. The range is 8500 - 8699. Every effort will be made to use the definitions of ESC and EOB codes already established. When that is not possible, IPRS will use codes from their reserve to create unique IPRS definitions.

5) **EOB & ESC code ranging**
   See answer in 4 above.